

CANADIAN UNIVERSITIES RECIPROCAL BORROWING AGREEMENT

**PROCEDURES FOR THE APPLICATION OF RECIPROCAL
BORROWING PRIVILEGES IN QUEBEC AND OTHER UNIVERSITY
LIBRARIES ACROSS CANADA**

Sub-Committee on Libraries



Conference of Rectors and Principals of Quebec Universities

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The granting of reciprocal borrowing privileges in Canadian university libraries is based on the principle of sharing of resources. To this end, those who wish to take advantage of the privilege must first explore the resources of their own library before utilizing those of other participating libraries.

1. Agreement on reciprocal borrowing privileges between Canadian university libraries

1.1 Objective

The Agreement gives full-time or part-time faculty, visiting faculty, lecturers, master and doctoral students, whether full-time or part-time, retired faculty, and all categories of staff of Quebec universities, including retired staff, the same borrowing privileges as those granted to undergraduate students, external or other categories of borrowers, as the case may be.

The Agreement also applies to those who hold an introduction card issued by the Council of Atlantic University Libraries/Conseil des bibliothèques universitaires de l'Atlantique (CAUL/CBUA), by the Ontario Council of University Libraries (OCUL), and by the Council of Prairie and Pacific University Libraries (COPPUL).

Borrowers from Bibliothèque et Archives nationales du Québec (BAnQ) may, upon presentation of a letter of introduction signed by an authorized person, take advantage of this agreement.

1.2 Participating Libraries

The libraries of all Quebec universities as well as those of universities of other provinces of Canada are participating in this Agreement (a complete list is in Appendix 1).

In addition, by virtue of a special agreement amongst the Quebec university libraries, Bibliothèque et Archives nationales du Québec (BAnQ) is also part of the Agreement.

1.3 Length of the Agreement

The Agreement is in effect since 1 May 2002 and will remain in place for as long as it suits the participating consortia.

1.4 Definition of Reciprocal Borrowing Privileges

Borrowing privileges are granted to anyone who is eligible under the Agreement and who can go in person to a participating library to borrow.

Borrowing privileges are the same as those normally granted to undergraduate students, external or other categories of borrowers, whichever is appropriate.

Charges may be levied for borrowing privileges or other library services by the host library.

Also, host libraries may offer library borrowing privileges and other additional services to borrowers from Canadian university libraries consortia other than CREPUQ. The policies and agreements already established among consortia will continue to prevail.

2. Operational Issues

2.1 Borrower Identification

A borrower who wishes to take advantage of this Agreement in a Quebec university library will identify him/herself to the lending library in one of the following ways:

- a) CREPUQ introduction card. The card is valid from 1 October to 30 September of the following year.
- b) OCUL (Ontario Council of University Libraries) introduction card; or CAUL/CBUA (Council of Atlantic University Libraries/Conseil des bibliothèques universitaires de l'Atlantique introduction card; or COPPUL (Council of Prairie and Pacific University Libraries) introduction card¹
- c) Letter of introduction from the Director of a Quebec participating library
- d) Letter of introduction signed by an authorized person from the Bibliothèque et Archives nationales du Québec (BANQ).

The CREPUQ introduction card must be presented to permit borrowing materials from other Canadian university libraries.

2.2 Borrower Registration

Each participating lending library will register the borrower according to local procedures.

Upon presentation of the CREPUQ card, the lending library staff will normally request personal information from the borrower in order to create a new borrower's record in the circulation system. To this end, each lending library will determine which card the borrower is to present, that is, the borrower's home library card or another card issued locally by the lending library.

The presentation of a consortia card issued by CREPUQ, CAUL/CBUA or COPPUL is to be considered the only proof of eligibility for borrowing purposes.

¹ CAUL/CBUA - the card shows ASIN (Atlantic Scholarly Network) and includes an expiry date; OCUL - the card shows IUBP (Inter-University Borrowing Project); COPPUL - the card for MA and PhD students, faculty and other personnel is grey and includes an expiry date, while the card for undergraduates is yellow.

It is the lending library's responsibility to ensure the identity of a borrower who holds an introduction card.

It is incumbent upon the borrower to provide proof of eligibility to the lending library as well as all the necessary information to confirm his or her identity.

It is the responsibility of each participating library to inform its borrowers of the policies and procedures for obtaining borrowing privileges in other participating libraries.

It is incumbent upon the borrower however to have proof of eligibility before visiting another library.

Under no circumstances, should the consortia card be surrendered to a lending library. The card, or authorization letter, is to be retained by the borrower for use in other libraries, should it be needed.

Those who hold a letter of introduction issued by the authorized person of his or her home library should present it to the Director of the lending library for approval.

2.3 Returning Borrowed Items

The borrower may return items borrowed from Quebec libraries to the returns counter of the lending library or to the returns counter of his/her home library. In the latter case, after the return date is noted, materials will be forwarded to the lending library. Even if an item is returned late to the lending library, no fine will be levied due to delivery delays.

Material returned to university libraries outside of Quebec and Ontario must be returned directly to the lending library by the borrower.

2.4 Renewals, Recalls, Overdues and Fines

By requesting a CREPUQ card, the borrower is acknowledging that he/she will respect the policies and procedures of the lending library, including the renewal and recall of items, and fines policies.

The lending library is responsible for sending overdue notices, for billing of lost materials and fines as well as for any other billing fees.

Borrowers who ignore overdue notices will receive a bill notice for the total amount due, according to the policies and procedures of the lending library. When the amount due reaches \$50 or more, a billing notice will be sent to the borrower's home library which will in turn take the necessary steps to inform the borrower to resolve his/her situation with the lending library, including the suspension of borrowing privileges. The total amount due includes overdue fines, replacement costs, and administrative fees, all subject to the policies of each lending library.

The home library must be informed when the lending library bills a delinquent borrower.

The minimum information sent to the home library must include the borrower's address, phone number, CREPUQ card number and the amount owed.

A borrower in arrears may reestablish his/her borrowing privileges once fines and fees are paid in full to the lending library. In such a case, the lending library must issue a receipt for all paid fines. The borrower must present the receipt to his home library in order to resume his/her borrowing privileges.

It must be noted that a delinquent borrower's home library may apply any other sanctions imposed by its internal regulations.

The importance of communication between the lending and home libraries regarding the resolution of fines is vital so that the libraries maintain correct records.

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**PARTICIPATING LIBRARIES
(by Institutional Name)**

Acadia University (Nova Scotia)
Algoma University (Ontario)
Athabasca University (Alberta)
Atlantic School of Theology (Nova Scotia)
Bibliothèque et Archives nationales du Québec
Bishop's University (Québec)
Brandon University (Manitoba)
Brock University (Ontario)
Carleton University (Ontario)
Concordia University (Québec)
Concordia University College of Alberta
Dalhousie University (Nova Scotia)
École de technologie supérieure (Québec)
École nationale d'administration publique (Québec)
École Polytechnique (Québec)
HEC Montréal (Québec)
Institut national de la recherche scientifique (Québec)
The King's University College (Alberta)
Kwantlen Polytechnic University (British Columbia)
Lakehead University (Ontario)
Laurentian University (Ontario)
Laval University. See Université Laval
Malaspina University-College. See Vancouver Island University
McGill University (Québec)
McMaster University (Ontario)
Memorial University of Newfoundland
Mount Allison University (New Brunswick)
Mount Royal University (Alberta)

Mount Saint Vincent University (Nova Scotia)
Nipissing University (Ontario)
Nova Scotia Agricultural College
Nova Scotia College of Art & Design
Ontario College of Art & Design*
*does not lend to undergraduates from other institutions, except York & Ryerson
Queen's University (Ontario)
Royal Military College of Canada (Ontario)
Royal Roads University (British Columbia)
Ryerson University* (Ontario)
*does not lend to undergraduates from the University of Toronto
St. Francis Xavier University (Nova Scotia)
Saint Mary's University (Nova Scotia)
Simon Fraser University (British Columbia)
Télé-université (Québec)
Thompson Rivers University (British Columbia)
Trent University (Ontario)
Trinity Western University (British Columbia)
Université Bishop's. See Bishop's University
Université Concordia. See Concordia University
Université de Moncton (New Brunswick)
Université de Montréal (Québec)
Université de Sherbrooke (Québec)
Université du Québec à Chicoutimi
Université du Québec à Montréal
Université du Québec à Rimouski
Université du Québec à Trois-Rivières
Université du Québec en Abitibi-Témiscamingue
Université du Québec en Outaouais
Université Laval (Québec)
Université McGill. See McGill University
Université Sainte-Anne (Nova Scotia)
University College of Cape Breton (Nova Scotia)

University College of the Fraser Valley. See University of the Fraser Valley

University of Alberta

University of British Columbia

University of Calgary (Alberta)

University of Guelph (Ontario)

University of King's College (Nova Scotia)

University of Lethbridge (Alberta)

University of Manitoba

University of Moncton. See Université de Moncton

University of Montreal. See Université de Montréal

University of New Brunswick

University of Northern British Columbia

University of Ontario Institute of Technology

University of Ottawa (Ontario)

University of Prince Edward Island

University of Quebec. See Université du Québec

University of Regina (Saskatchewan)

University of Saskatchewan

University of Sherbrooke. See Université de Sherbrooke

University of the Fraser Valley (British Columbia)

University of Toronto* (Ontario)

*does not lend to undergraduates from other institutions

*fees apply for faculty, graduate students and staff from other universities

University of Victoria (British Columbia)

University of Waterloo (Ontario)

University of Western Ontario

University of Windsor (Ontario)

University of Winnipeg (Manitoba)

Vancouver Island University (British Columbia)

Wilfrid Laurier University (Ontario)

York University* (Ontario)

*does not lend to undergraduates from the University of Toronto